

Date: December 6, 2021

Presenter: Lisa Pennycuff

Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_  
Tabled: \_\_\_\_\_

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TOPIC: VSBA 2021 Policy Manual Revisions

RATIONALE: The school division has a contract for policy manual services with the Virginia School Boards Association. The staff attorney for VSBA reviews legislation adopted each year by the General Assembly as well as changes to federal law, and then makes changes to policy accordingly. An explanation of revisions is attached. Changes to the policies are designated by underlining new language and striking through deleted language.

Policies BCA and EFB were inadvertently left off the previous lists presented to the School Board recently. Minor changes have been made to these two policies.

RECOMMENDATION: Review and/or approve the VSBA changes as presented.

## SCHOOL BOARD ORGANIZATIONAL MEETING

The BLANK School Board ~~will hold~~ holds an organizational meeting annually.

At that meeting the Board ~~will~~

- ~~establish~~ establishes its regular meeting schedule for the following year,
- ~~elect~~ elects one of its members as ~~chairman,~~ chair,
- ~~approve~~ approves a designee of the superintendent to attend meetings of the School Board in case of the superintendent's absence or inability to attend, and
- ~~appoint,~~ appoints, on the recommendation of the superintendent, a clerk of the School Board.

Upon election, the ~~chairman will immediately assume office and preside~~ chair immediately assumes office and presides over the remainder of the meeting.

In addition, the Board

- may elect one of its members as ~~vice-chairman~~ vice-chair and
- may appoint a deputy clerk.

The ~~vice-chairman~~ vice-chair and deputy clerk, if any, ~~will be~~ are empowered to act in all matters in case of the absence or inability to act of the ~~chairman~~ chair or clerk, respectively, or as otherwise provided by the Board.

The terms of the ~~chairman, clerk, vice-chairman~~ chair, clerk, vice-chair and deputy clerk ~~will be~~ are one year.

The Board's annual organizational meeting ~~will be~~ is held in January.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-72, 22.1-76.

Cross Ref.: BCB School Board Officials

## FOOD SERVICES

### Generally

Employees of Prince George School Board do not require a student who cannot pay for a meal at school or who owes a school meal debt to throw away or discard a meal after it has been served to the student, do chores or other work to pay for such meals, or wear a wristband or hand stamp.

The School Board does not file lawsuits against a student or the student's parent because the student cannot pay for a meal at school or owes a school debt.

The Prince George school division provides free and reduced price breakfasts, lunches and milk to students according to the terms of the National School Lunch Program, the National School Breakfast Program and the Special Milk Program.

Competitive foods, as defined herein, comply with state and federal requirements.

The Prince George School Board may solicit and receive any donation or other funds for the purpose of eliminating or offsetting any school meal debt at any time and will use any such funds solely for such purpose.

### Free and Reduced Price Food Services

School officials determine student eligibility based on guidelines established by federal law. Eligible students are provided nutritionally acceptable meals and milk free or at a reduced cost if state and federal resources for school food programs are available. The superintendent or superintendent's designee establishes regulations or procedures as needed to implement this policy.

The criteria for determining a student's eligibility and the procedures for securing free and reduced price meals and milk is publicly announced at the beginning of each school year and provided to parents of all children in attendance at Prince George public schools.

If the School Board collects information to determine eligibility for participation in the National School Breakfast Program or the National School Lunch Program, it posts prominently on its website a web-based application for student participation in such program and provides a paper-based application.

Employees of Prince George School Board do not physically segregate, overtly identify, or otherwise discriminate against any child eligible for free or reduced price meals.

## Definitions

“Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. Competitive foods meet the nutrient guidelines established by the Board of Education, including the guidelines for calories, fat, sugar and sodium.

"Excess food" means any remaining unexpired, unopened, and unconsumed food intended to be served as part of a reimbursable meal that was unable to be utilized for a current or future meal provision after a school has served breakfast and lunch to students during a school day.

"Fundraiser" means a school-sponsored activity where food or nonfood items are sold on the school campus during regular school hours by a school-sponsored organization to raise money for a school-related program or activity. One fundraiser is defined as one or more fundraising activities by one or more school-sponsored organizations that last one school day. If multiple school-sponsored organizations conduct fundraisers on the same day, the combined activities are counted as one fundraiser. If a fundraising activity lasts more than one school day, each subsequent day's activity is considered as one fundraiser and counts toward the total number of permitted fundraisers.

“School campus” means all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

“School day” means the period from the midnight before to 30 minutes after the end of the official school day.

## School Sponsored Fundraisers

Each school may conduct thirty (30) school-sponsored fundraisers per school year during which food that does not meet the nutrition guidelines for competitive foods may be available for sale to students. Fundraisers are not conducted during school meal service times.

## Unpaid Meal Charges

~~Students who do not have money on account or in hand to cover the cost of a meal at the time of service may be permitted to charge the meal.~~ Students who do not have money on account or on hand to cover the cost of a meal at the time of service shall follow the regulations outlined in EFB-R.

Notice of low or negative balances in a student's meal account are sent to parents and the school principal. Parents are expected to pay all meal charges in full by the last day of the school year.

The superintendent or superintendent's designee ensures that federal child nutrition funds are not used to offset the cost of unpaid meals and that the child nutrition program is reimbursed for bad debt.

#### Recordkeeping

The Prince George School Board is responsible for maintaining records that document compliance with this policy. Those records include documentation used to assess the nutritional profile of food items and determine whether a food item is an allowable competitive food, such as recipes, nutrition labels and/or product specifications for the competitive food available for sale to students.

The School Board is also responsible for

- maintaining records documenting compliance with the competitive food nutrition standards for food available for sale in areas that are outside of the control of the school nutrition programs operations,
- ensuring any organization or school activity designated as responsible for food service at the various venues in the school, other than the school nutrition programs, maintains records documenting compliance with the competitive food nutrition standards,
- maintaining records each school year documenting the number of exempt fundraisers, if any, conducted at each school within the division, and
- designating an individual at the division or school level to monitor and ensure compliance with this policy in all areas that are outside the control of the school nutrition programs operation. The designee may not be a school nutrition personnel.

Adopted: June 13, 2005

Revised: October 8, 2007; August 11, 2008; July 13, 2009; December 8, 2014; (administratively); June 29, 2017; July 15, 2019 (administratively); November 18, 2019 (administratively); December 7, 2020 (administratively)

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Legal Refs.: 42 U.S.C. §§ 1758, 1772 and 1773.

7 C.F.R. §§ 210.9, 210.11, 220.20, 245.5, 245.8.

U.S. Department of Agriculture, SP 23-2017 Unpaid Meal Charges: Guidance and Q&A, March 23, 2017.

U.S. Department of Agriculture, SP 47-2016, Unpaid Meal Charges:  
Clarification on Collection of Delinquent Meal Payments, July 8, 2016.

Code of Virginia, 1950, as amended, § §§ 22.1-79.7, 22.1-207.2:2, 22.1-  
207.3, 22.1-207.4, 63.2-1509.

8 VAC 20-740-10.

8 VAC 20-740-30.

8 VAC 20-740-35.

8 VAC 20-740-40.

Cross Refs:	GAE	Child Abuse and Neglect Reporting
	JHCF	Student Wellness
	KH	Public Gifts to the Schools